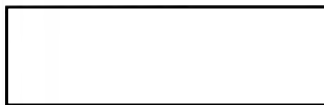


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re
the attached.
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TRANSMITTAL SLIP		DATE
TO: <i>Fred</i>		
ROOM NO.	BUILDING	CONFIDENTIAL
REMARKS: <i>[redacted] called about accounting procedures for discounts on his purchases of paper. He is being charged gross rather than net. Did you or someone on our staff talk to him on this problem? I have not been in on it and neither has [redacted] would like someone to call.</i>		
FROM: <i>BJB</i>		
ROOM NO.	BUILDING	EXTENSION
CONFIDENTIAL		

FORM NO. 241
31 FEB 55

REPLACES FORM 16-8
WHICH MAY BE USED.

(47)

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CONFIDENTIAL

13 AUG 1957

MEMORANDUM FOR: Chief, Technical Accounting Staff

FROM : A Member of TAS

SUBJECT : Investigation Regarding Credits for Discounts on Procurement of IBM Supplies and Credits for Turn in of IBM Control Panels

1. Investigation of the processing of documents involving trade discounts on the procurement of IBM supplies disclosed the following:

a. All procurement of IBM supplies (cards, paper, etc.) is made from Logistics Allotment Account No. 6807-10-000. In view of the foregoing the Machine Records Division obligates its Property Authorization for the procurement of IBM supplies and forwards the requisition or purchase order to the Office of Logistics. The Office of Logistics obligates its procurement allotment (No. 6807-10-000) based on net prices. Upon receipt of the materiel and subsequent issue to the Machine Records Division the Office of Logistics charges the Machine Records Division's allotment (No. 6813-10-000) for cost purposes based on gross prices.

b. The Agency receives credit for return of control panels, however, since such credit is a refund of fees for personal services and not a sale of personal property [redacted] is not applicable. When the Agency requests control panels from IBM Corp. the Agency is charged an installation fee and does not purchase the panels. Upon the turn in of old control panels for new control panels the IBM Corp. allows a percentage of the original installation fee as a credit on the cost of installation of the new control panels based on the condition of the old panels being returned. The Fiscal Division charges the current year allotment for the gross cost of installation charges. The credit for return of the old panels is credited to the original allotment charged with the cost of installation. In the event Fiscal Division is unable to identify the fiscal year in which the original expenditure was made the credit is recorded to the allotment for the fiscal year in which credit is received.

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2. In view of paragraph 1b above, I informed Miss [] that the Machine Records Division's Allotment (No. 6318-10-000) for fiscal year 1957 was being credited in the amount of \$1,837.00 for the return of control panels. The credit was given by the IBM Corp. on 21 June 1957 and is being processed by the Fiscal Division on 30 July 1957.

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/s/

[]

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TAS/LLM/mlc(1 August 1957)
Distribution:

Orig. - Addressee
1 - TAS Chrono
1 - TAS Reading ✓

~~SECRET~~

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2. In view of paragraph 1b above, I informed [redacted] that the Machine Records Division's Allotment (No. 6318-10-0007) for fiscal year 1957 was being credited in the amount of \$1,837.00 for the return of control panels. The credit was given by the IBM Corp. on 21 June 1957 and is being processed by the Fiscal Division on 30 July 1957.

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15/
[redacted]

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TAS/LLM/mlc(1 August 1957)
Distribution:

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